

[Company Name]
Company Internet Use Policy

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SECTION ONE – INTENT TO PROVIDE INTERNET ACCESS

This intent of [Company Name] is to provide for the people of the company an easily available local collection of and global access to the universal record of human thought, ideals, information, emails, experiences, and expressions.

SECTION TWO – INTERNET ACCESS

The internet, a worldwide network of computer networks is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the internet is germane to the company's mission.

However, the internet is an unregulated medium. It also provides access to information that is inaccurate, illegal or that some may find offensive or disturbing. The company will identify on its web site specific internet sites that have potential interest for company users. But the company cannot control a user's access to other internet resources.

SECTION THREE – RESPONSIBILITIES OF COMPANY STAFF AND USERS

Company staff will not monitor a user's internet use. The user is responsible for his or her internet session at all times.

The company reserves the right to terminate an internet session that disrupts company services or that involves user behavior that violates the company's policies.

SECTION FOUR – DISCLAIMERS

While the company endeavors to provide access to information of the highest quality, The company specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

The company will have no liability for direct, indirect or consequential damages related to the use of information accessed through the company's internet service.

Since software and information downloaded from any sources, including the internet, may contain computer viruses, users are advised to utilize virus-checking software on their computers. The company is not responsible for damage to users' disks or computers or for any loss of data, damage or liability that may occur from use of the company's wireless network, or internet connections.

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SECTION FIVE – UNACCEPTABLE USES OF COMPUTERS

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. *Uses that violate the law or encourage others to violate the law.* Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. *Uses that cause harm to others or damage to their property.* Engaging in defamation of character (harming another's reputation by lies); uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. *Uses that jeopardize the security of access of the computer network or other networks on the internet.* Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the company's computers; altering the company's computer settings; damaging or modifying computer equipment or software.
4. *Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications:* Minors under age 18: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or internet without a parent's permission.
5. *Uses that Violate Confidentiality of Information:* The company prohibits unauthorized disclosure, use, or dissemination of personal information regarding company users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files might become public.

SECTION SIX – RESPONSE TO VIOLATIONS

The user's access to the company's computer network and internet is a privilege, not a right. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her access to the computer network and internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers and systems.

I hereby certify that I have read, and that I agree to, this Company Internet Use Policy.
(For youth, must be signed by a legal parent or guardian.)

Signature _____

Dated: _____

Printed name _____

Parent/Guardian Signature _____

(If youth under age 18) Name _____